

# AURORA STATE AIRPORT MASTER PLAN



## PLANNING ADVISORY COMMITTEE PROTOCOLS & GROUND RULES

Below is the proposed approach, including protocols and ground rules, for the Aurora State Airport Master Plan Project's Planning Advisory Committee (PAC).

### STRUCTURE

#### Committee Structure

- The committee includes members appointed by Oregon Department of Aviation (ODAV) staff, in accordance with ODAV's State Agency Coordination Agreement. Members represent a wide array of organizations, including interested cities/counties, various state agencies, potentially affected tribal communities, adjacent property and business owners, developers, residents and community groups.
  - ODAV has tried to get a diverse range of viewpoints involved and represented on the PAC.
  - Additions or refinement of PAC members may take place at the discretion of ODAV staff.
- Members will provide input at key decision points in an advisory level; as a **sounding board**. No recommendations will be made by the committee; the group will be asked for feedback through poll questions and break out room discussions. All viewpoints will be represented in the meeting summaries.
- PAC Members will provide input as a representative of their organization. Personal opinions are not the intent of membership.

#### Decision-making

- All opinions will be part of the meeting record, attributed to specific committee members in the meeting notes. Recordings of the meetings will be posted on the project website.
- Decision points within the planning process will result in round table discussions and collection of committee member opinions. This will not be a formal recommendation; all opinions will be included in the meeting summary.
- As the airport sponsor, ODAV staff will be the final decision-making authority. They will decide what is included in the Master Plan.
- The Federal Aviation Administration (FAA) reviews all components of a Master Plan as it is prepared to provide input and guidance. However, the FAA only reviews and formally approves these components: Forecasts of aviation activity (based aircraft, operations, and peak activity); Selection of critical aircraft; and Airport Layout Plan (ALP). It is from these listed elements that the FAA makes a determination regarding eligibility of Airport Improvement Program (AIP) funding for any proposed development.

## COMMITTEE MEETINGS

### Meeting Process

Before each meeting the agenda and any meeting materials will be emailed (and mailed upon request) to all members. Notice will be posted in the local newspaper, at the Aurora Airport, and on the ODAV website and social media accounts 30 days before the meeting, so that interested individuals can choose to attend. Email notification will be sent via GovDelivery for interested parties that have signed up for the service. The proposed meeting topics and dates are below:

1. AMP introduction – 11/16/21 from 3:00-5:00 pm – Zoom
2. Existing conditions – Zoom
3. Optional meeting – if needed
4. Facility goals and requirements – Zoom
5. MOS/RPZ Analysis – Zoom
6. Preliminary development alternatives – Zoom
7. Optional meeting – if needed
8. Preferred development alternatives – Zoom
9. Implementation plan and CIP – Zoom

### Meeting Guidelines

- Discussions will be facilitated and time will be allocated for all committee members to speak.
- Meetings will begin and end on time. If agenda items cannot be completed on time, ODAV staff will decide if the meeting should be extended or if an additional meeting should be scheduled.
- Meetings summaries will be prepared and distributed following the meetings.
  - All committee opinions will be documented in the summary.
  - All public comments, whether collected verbally or written, will be responded to in the summary.
  - A recording of the meeting will be posted to the project website.
- Facilitator will provide opportunities for 15 minutes of public comment or announcements relating to agenda items at the end of each meeting, with a maximum of 2 minutes per individual.
  - PAC members and staff should not answer public questions or respond, to allow the public their full time to provide comments.
  - Every agenda and virtual meeting will advertise the opportunity for comments to be emailed before or following the meeting.
  - Comments on non-agenda items should be provided in writing. Community members are encouraged to provide comments at least three days before meetings to allow members time to review and reflect on comments.

### Group Agreements

The facilitator will:

- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Start and end meetings on time, unless ODAV agrees to extend the meeting time.

#### 12.02.21 – Final Planning Advisory Committee Protocols and Ground Rules

- Enforce group agreements and ground rules.
- Host and facilitate the meetings virtually on Zoom as long as requested by ODAV. Settings for the virtual meeting will:
  - Allow PAC members to have dialogue with ODAV and consultant staff; though everyone will be muted due to the size of the committee until the comment periods. Members will be labeled on Zoom as “panelists”.
  - Public participants can attend the meeting as “guests/participants” and provide comments at the designated time, but not during the rest of the meeting. They can also submit written comments throughout the meeting.

### **Committee Agreements**

As a committee, we agree to approach this work with honesty, openness and willingness to work together. This includes building trust and assuming good intentions in others and ensuring that our behavior supports a successful process. We will work with each other and staff to address issues as they arise, utilize tools to ensure clear communication and robust participation, and meet the communication needs of members.

Specifically, we agree to the following ground rules:

- Be respectful of each other.
  - In discussions, challenge ideas rather than individuals.
  - Approach different opinions with curiosity, seek to understand.
  - Be mindful of your participation and the space you occupy in meetings: step up and step back.
- Keep the needs and concerns of the local community and the larger region at the forefront of the work.
- Keep focus on the objectives of the meetings; work with facilitator to note additional topics for discussion.
- Keep multi-tasking to a minimum
- Members commit to the spirit of transparency and sharing their interactions with the public by referring the public to provide comments at meetings, via email, or at one of the public outreach activities.
- Members are encouraged to share the committee’s progress with their respective constituencies/organizations at meetings, by e-mail or through newsletters.
- Notify ODAV staff of any media inquiries and refer requests for official statements or viewpoints to staff. Committee members will not speak to media on behalf of the committee or ODAV, but rather only on their own behalf.
  - Members will not undermine the work of the group by initiating contact with the media or officials to advance their opinions or to counter fellow members’ opinions.
- Attend all of the meetings; an alternate can attend in the place of a member.
  - The alternate must be identified to ODAV at the project onset and attend all meetings so that past business doesn’t need to be revisited.
  - Notes/comments from a member can also be sent to the facilitator in advance of a meeting if a member cannot attend; these notes will be read to the committee.